



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCPE-EO

CPL 06-02-AMCPE-EO
10 May 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter - Consideration of Others (CO2) Program Policy

1. This is a revision of AMC Policy Letter 05-28-AMCPE-EO, 22 May 2005, Consideration of Others (CO2) Program Policy.

2. Reference. AR 600-20, Army Command Policy, 1 February 2006.

3. Policy.

a. The effectiveness of an organization's staff is largely dependent upon the interactions and the relationships of its individual members. Therefore, it is the policy of this Command to instill in all personnel the importance of CO2 in supporting the values of the United States Army.

b. Consideration of Others is a Command program that increases human relations awareness of both military and civilian personnel. The purpose of the program is to strengthen our daily commitment to building trust and cohesion, increase sensitivity in a diverse environment, and enhance the quality of life for all personnel.

4. Training.

a. All military and civilian personnel will attend at least one 2-hour documented training session annually. This training will be accomplished, as appropriate, but not later than 15 September. In accordance with AR 600-20, training will be conducted via interactive discussion among small, mixed gender groups. A trained discussion leader who is knowledgeable of the issues selected for discussion will guide each session.

b. Each G-Staff/Separate Office Chief (G/SOC) will conduct human dimension-type training specific to that organization. The following focus areas are examples of appropriate topics for discussion:

- Ethical Development – Individual and Organizational
- Quality Individual Leadership
- Army Values/Military Heritage
- Team Building
- Equal Opportunity

- Prevention of Sexual Harassment
- Prevention of Sexual Assault
- Gender Issues
- Family Concerns
- Health, Safety, Drug and Alcohol Abuse

c. Lesson plans for the focus areas are available on the Army G-1 webpage at: <http://www.armyg1.army.mil/eo/documents/ConsiderationofOthers.pdf>. The use of outside references and training aids is also encouraged as a means of stimulating discussion and interaction among group members. These items may include, but are not limited to, case studies, published articles, role-playing, situation dilemmas, and videos.

5. Resources. Each G-Staff/SOC is responsible for obtaining training sites for small group discussions. At a minimum, each G-Staff/SOC will have one facilitator per 25 personnel within their organization. For example, the G-1 has approximately 99 personnel, so they are required to have four facilitators. All Equal Opportunity (EO) offices will train and certify CO2 discussion leaders for their Commands. The EO office may also be an excellent source for assistance in the planning and monitoring of your individual programs and for training material. The office of the Staff Judge Advocate, the Provost Marshal, the Chaplain, and the Inspector General can also be used as sources of information.

6. Assessment/Reporting. Each G-Staff/SOC will provide the EO office a schedule of their two-hour training program and the name of the staff section's CO2 Program Coordinator. The EO office will maintain a central calendar of training sessions conducted within the Command. Additionally, each G-Staff/SOC will provide a yearly update on the current status of their program (a sample memorandum is enclosed). The annual reporting period is due to the EO office by close of business, 15 September of each year. A negative response is required if no training was conducted during the year. Any recommended changes to the CO2 program will be provided to the G-1.

7. For assistance, contact the EO Office at (703) 806-8664 or DSN 656-8664.

Encl

//Signed//
BENJAMIN S. GRIFFIN
General, USA
Commanding

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SAMPLE

AMC (Office Submitting Report)

MEMORANDUM FOR Equal Opportunity Office, DCS G-1, HQ, AMC

SUBJECT: Quarterly CO2 Status Report

1. Name of DCS/office submitting report
2. Number of employees in the DCS/office
3. Number of employees CO2-trained during this period
4. Number of employees not CO2-trained during this period
5. Topic used during training
6. Date of training

Signed
CO2 Coordinator